

Information:

Drawer: Finance

Number: \*\*\*\* Other Redaction \*\*\*\*

Name: \*\*\*\* Other Redaction \*\*\*\*

Invoice Number: C086958

Invoice Date:

PO Number:

Check Number: 0237261

Check Amount: \$ 400.00

Check Date: 07/11/2018

Voucher Number: V0518976

AP Type: IM Invoices < \$15,000

Redaction Type: Other

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

College of DuPage - Accounts Payable  
Check Request Form  
revised 3/27/17

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 7/2/2018

Vendor ID: 1554603

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
IC-086958		05	60	11601	5309001	Other Contractual Services Exp	\$ 400.00
Grand Total							\$ 400.00

Check the appropriate box below and sign

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Mikaela Schneider

Other Instructions: Must have check for performance on July 20, 2018.

Payee Address: 8937 Greenacre Court  
Greendale, WI 53129

Please hold check for pickup by  
Ellen McGowan (x3009).

Description on Check:

Soloist New Philharmonic, Summer Pops Concert 07/20/18 75 SOLOIST NP19\_SUMMER

Need by:

7/12/18

Thank you!

Approvals:

Prepared By: Ellen McGowan

Approved By: Ellen McGowan

Date:

Signature:

Signature:

Payment Due: 7/12/2018

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Date:

Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)

W9 6/22/18

FY19 15 Soloist

**\* Independent Contractor Agreement**

(Not to be used for contracts in excess of \$5,000.00)

VENDOR NUMBER <b>1554603</b>		AGREEMENT NUMBER: <b>C086958</b>	
ACCOUNT NUMBER/AMOUNT			
FUND	FUNCTION	DEPARTMENT	OBJECT
05	60	11601	5309001
			AMOUNT <b>400.00</b>
APPROVED-Supervisor, Purchasing			DATE <b>7/2/18</b>

email: Mikaela.Schneider.1@gmail.com

**PART I. Complete PRIOR to performance of contractual services.**

Name MIKAELA SCHNEIDER Tax I.D. #/S.S. # [REDACTED] **X**  
(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM).

Phone Number (414) 840-8937 (No college employee may be paid as an independent contractor.)

Street 8937 GREENALOE COURT

City, State, Zip Code GREENDALE, WI. 53129

Agrees to perform on FRIDAY, JULY 20, 2018 AT the following services for the College of DuPage:

7:30 PM, MCANINCH ARTS CENTER, LAKEVIEW PAVILION, RAIN  
STAGE - BELUSHI HALL. REHEARSAL - FRIDAY, JULY 20, 2018 AT  
1 PM FREE - REHEARSAL - \$200.00, PERFORMANCE - \$200.00  
TOTAL \$400.00, ALL INCLUSIVE

If additional space is needed, please continue description of services on separate pages and attach to this form.

The sum of \$ 400.00 will be paid to the independent contractor upon completion of the services. The contractor will be responsible for all taxes related to income from the above services. The contractor understands that he any insurance coverage such as workers compensation, medical, property & liability in

Please hold check for pickup by  
Ellen McGowan (x3009).

This is a "work for hire" agreement. All rights to materials produced or products from :  
perpetuity.

Need by:

7/12/18

Thank you!

The contractor agrees to hold College of DuPage, its Trustees, officers, directors, agent losses, damages, injuries, claims demands, and expenses, including attorneys' fees, which may arise during performance of this agreement.

☒ I have read Board Procedure #15-465 and have determined that the individual on this agreement meets the definition of an independent contractor.

Ellen McGowan  
DEPARTMENT AUTHORIZED SIGNATOR

6/27/18  
DATE

All independent contractors must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988.  
(Must Check One)

☒ I certify that I am not in default on an educational loan guaranteed by the State in the amount of \$600.00 or more.

☐ I certify that I am in default on an educational loan guaranteed by the State in the amount of \$600.00 or more and I agree to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of this contract.

I agree with the terms stated above and certify that I have received a copy of the contractual agreement.

Mikaela Schneider  
SIGNATURE OF INDEPENDENT CONTRACTOR

6/22/18  
DATE

**PART II. Complete AFTER performance of contractual services.**

Authorized Signator certifies that the contractual services described in Part I above were completed satisfactorily and authorizes payment in full.  
(Payment is to be made only after completion of the contractual service.)

Ellen McGowan

COLLEGE AUTHORIZED SIGNATURE

DATE

COUNTER SIGNATOR (OPTIONAL)

DATE

MUST HAVE CHECK  
on July 20, 2018

\*See board policy, procedures and instructions on reverse side.  
(This agreement is VOID if amount exceeds \$5,000.00)

Original forward to Accounts Payable; Blue, Purchasing Dept.; Yellow, Signator; Pink, Contractor

## **Independent Contractors**

### **I. Board Policy #15-465**

#### **Employee vs. Independent Contractor**

The Board recognizes the need for and will compensate for personal services in accordance with the following criteria:

1. Individuals who offer their services to the public as a normal part of their business will be considered independent contractors.
2. Any person who is already an employee of the college cannot also be considered an independent contractor by the College of DuPage except for payments under intellectual property rights (Board Policy #15-195).
3. All other individuals under the direction of the college and paid by the college will be hired as employees through established procedures and paid through the payroll system.

### **II. Board Procedure for Policy #15-465**

Agreements with independent contractors for services of \$5,000 or less will be arranged through use of an Independent Contractor Agreement. The Independent Contractor Agreement also serves as a requisition and requires proper budget accounts and approvals.

Agreements with independent contractors in excess of \$5,000 will be arranged through the use of an individualized contractual agreement. The development of the contract will be through the office of the Vice President of Administrative Affairs. A purchase order requisition must accompany the contractual agreement.

Only one payment is to be made for independent contractor services. This single payment will be made only after the completion of the contractual services.

Agreements with regular college employees for additional compensated services will be arranged through the appropriate college offices through the payroll system except for payments under intellectual property rights (Board Policy #15-195).

### **III. Instructions For Completion of Independent Contractor Agreement**

#### **A. PRIOR to Performance of Services**

Complete Part I of the Agreement:

1. The attached FORM W-9 must be fully completed, signed, dated and returned with the Independent Contract Form in order for payment to be made.
2. Be sure that all applicable parts of the form are filled in; Obtain authorizations.
3. Always provide contractor with a copy of the agreement.

**Wait to distribute other copies until after completion of Part II.**

Payment will not be made unless contractor's original signature in ink appears on the agreement. Payment is to be made only after completion of the contractual service.

#### **B. AFTER Performance of Services**

Complete Part II of the Agreement:

1. College Authorized Signator must sign to indicate department's acknowledgement of satisfactory completion of contractual services.
2. Submit form to Purchasing Department, which will then begin processing and will forward to Accounts Payable for payment.
3. Independent contractors whose annual total payments equal or exceed \$600 in a calendar year or as directed by the Internal Revenue Service will be issued a Form 1099-MISC showing this total. A copy to the 1099-MISC will be forwarded to the Federal Government as required.

1554603

07/11/2018

0237261

C086958

V0518976

SOLOIST

0560116015309001

400.00

*Ellen M. Howard*  
*7/11/18*

400.00

0237261

PAY ONLY FOUR HUNDRED AND 00/100 DOLLARS

07/11/2018

\$\*\*\*\*\*400.00

Mikaela Schneider  
8937 Greenacre Ct  
Greendale WI 53129